



MINDING THE GAP

180 CLUB MANDATORY REPORTING AND PROTOCOLS

GUIDELINES FOR SUSPECTED ABUSE

Keep all student information confidential unless abuse or neglect is suspected. If you hear something you would be uncomfortable having your child or yourself experience, report it. It is not your responsibility to determine what is worth investigating. It is your responsibility to report it. The principal and/or school counselor will determine what to investigate.

- **Protocol for Suspected Abuse or Neglect:**

1. After the 180 Club session is over, go to the school office and inform the secretary you need to speak with the principal or school counselor. Only report the incident to the principal or school counselor.
2. Wait at the school until you can see the principal or counselor and tell them what you heard/saw. Once reported, you are free to leave.
3. Email Minding the Gap's administrator and inform us about the incident. Please include the time, date, who was involved, who you reported it to at the school, and any other details to admin@mindinggaps.org.

ABSENCE PROTOCOL

- **Protocol for 180 Club:**

1. **Assistants:** If you will be absent on your scheduled day, please notify your classroom 180 Club teacher. Remember consistency helps build trust, and the kids look forward to seeing you.
2. **Teachers:** If you will be absent on your scheduled day, then email admin@mindinggaps.org and inform your classroom assistants. The sooner you inform leadership, the easier it will be to find a substitute.
3. If you know in advance you are not able to attend 180 Club, email Minding the Gap at admin@mindinggaps.org (e.g. planned trips). The leadership team will find a replacement to substitute your position as needed.

GOOD PRACTICES

Contacting mentees through social media, phone calls, or text messages is prohibited. Refrain from physical contact, or use side hugs if a child initiates the hug. Avoid hand holding. Do not transport students off school premises.